

**I/T PROJECT OVERSIGHT COMMITTEE
MONTHLY MEETING
AGENDA**

April 1, 2004

- 1:30 Call to order
- 1:30 - 1:45 Review of minutes, committee decisions and Action Items from
 March 4th meeting
- 1:45 - 1:55 Review of the monthly Wildlife Licensing CSPEC, Deliverables
 schedule, and vendor status
- 1:55 - 2:05 Review of the monthly DETR Contributions Redesign IPRs
- 2:05 - 2:15 Review of the MMIS DSS IPR and Deliverables schedule
- 2:15 - 2:25 Review of the MHDS AIMS to Avatar replacement project IPR
 and Deliverables payment schedule
- 2:25 - 2:35 Review of the DCFS AIMS to Avatar replacement project IPR,
 Deliverables payment schedule, and quarterly risk management
 report
- 2:35 - 2:45 Review of the DoIT Mainframe upgrade project IPR
- 2:45 - 2:55 Review of the DoIT Microwave project IPRs and quarterly risk
 management report
- 2:55 - 3:05 Review of the Education Child Nutrition project IPR and
 Deliverables schedule
- 3:05 - 3:15 Review of the monthly Tax MBT IPR

3:15 - 3:45 Discussion Items:

Review and approval of Project Closeout template

Discussion to develop a guide for the Project Closeout template

Review and approval of Deliverables Payment Schedule template

Discussion to develop a guide for the Deliverables Payment Schedule

Discussion to remove the CSPEC form from the ITPOC approved templates since it has been replaced by the IPR.

Discussion to develop a guide to the IPR, including instructions to project managers to include staff time along with contract amount for vendor for total budget, as well as equipment and other costs.

Discussion on when the start date of a project is for the ITPOC.

3:45 - 3:55 Review of potential upcoming projects for ITPOC oversight in May:

B&I Real Estate Licensing system

DETR Adjudication Process

4:00 Adjourn

NOTE: Future meetings all to be held at the Executive Board room at the State Library on the first Thursday of every month.
EXCEPT Next meeting: 5/6/04 **at DETR**